

DEPARTMENT OF CHARITABLE GAMING RAFFLE or TREASURE CHEST SALES - (BINGO)

When to use This form should be prepared when raffles are conducted during the bingo session.
Examples: 50/50 Raffles, Treasure Chest, Key Box, Raffles of Merchandise

Organization Fill in the official name of your organization.

Session Date Fill in the session date.

- Line 1** **Beginning Raffle Ticket Number** - Enter the beginning raffle ticket # (lowest serial number)
Raffle tickets must be consecutively numbered and sold in order beginning with the lowest serial number.
- Line 2** **Next Raffle Ticket Number on Hand** - Enter the next available raffle ticket #.
This is the next ticket in line to be sold.
- Line 3** **Number of Tickets Sold** - Subtract line 1 from line 2 and enter the difference.
- Line 4** **Sales Price per Ticket** - Enter the per ticket sales price.
- Line 5** **Gross Receipts** - Multiply Line 3 times Line 4.
- Line 6** **Cash Prizes Paid Out** - Enter the amount of prizes paid by cash during this session.
(If paid by check, do not enter here, enter on Line 10 below.)
- Line 7** **Total Cash to Account For** - Subtract Line 6 from Line 5 and enter the difference.
- Line 8** **Ending Cash on Hand** - Count cash on hand at end of the session and enter the total.
- Line 9** **Cash Overage or <Shortage>** - Subtract Line 8 from Line 7 and enter the difference.
If line 7 is greater, there is a shortage.
If line 8 is greater, there is an overage.
- Line 10** **Prizes Paid out by Check** - Enter the amount of prizes paid by check during this session.
- Line 11** **Total Prizes Paid By Cash or Check** - Add Lines 6 plus 10 and enter the result.
Carry this figure to Line 15 on Bingo Session Reconciliation Summary – Form 103.
- Line 12** **List all merchandise awarded as prizes** - List all merchandise awarded as prizes this session. Provide a complete description.

Bingo Manager Bingo Manager must sign and date the form.

- Use a separate Form 104-D for each different raffle.
- If multiple Form 104-D's are used for the session, then all forms should be combined before entering the totals on the appropriate lines of the Bingo Session Reconciliation Summary – Form 103.
- *Information Entries:* Use this space to track the carry over balances for Treasure Chests, etc..